

LIVERMORE AREA RECREATION AND PARK DISTRICT

FINANCE COMMITTEE

MINUTES

Monday, November 18, 2024
2:00 p.m.

Robert Livermore Community Center
4444 East Avenue, Livermore, CA 94550-5053
West Wing Conference Room

Committee Members Present: Chair Philip Pierpont, Director Jan Palajac

Committee Member Absent: None.

LARPD Staff Present: Mat Fuzie, General Manager (GM)
Fred Haldeman, Parks and Facilities Manager (PFM)
Jill Kirk, Community Services Manager (CSM)
Julie Dreher, Finance Officer (FO)
Linda VanBuskirk, Executive Assistant
Rene Venus Dalusong, Executive Assistant
Kendahl Hettick, Financial Analyst (FA)

Others Present: None.

1. **Call to Order:** Chair Pierpont called the meeting to order at 2:07 p.m.
2. **Public Comment:** Chair Pierpont opened the Public Comment period. There were no speakers. Chair Pierpont closed the Public Comment period.
3. **Approval of the Minutes of the Finance Committee Meeting held on October 28, 2024:**
 - **Action:** The minutes of the Finance Committee meeting held on October 28, 2024, were approved as submitted.
4. **Budget Tool Update**

FA Hettick reported that the Finance Team and Vena are finalizing the workforce planning template and workflow. Staff training sessions on the software will begin in early December.

Committee Questions/Comments:

- a) Is there anything the Board of Directors should be prepared for before the budget tool demonstration? [*No.*]
- b) Will the budget tool be presented prior to next year's budget workshop? [*Yes. The goal is to have the budget tool demonstration presented to the Board of Directors before the March Budget Workshop.*]

Action: This was informational only; no Committee action was taken.

5. **October 2024 Financials (Standing Item)**

FO Dreher provided an update regarding the preliminary October 2024 Financials (Supplemental - Item 5). The preliminary financial results through the month of October 2024 are as follows:

- Total revenues: 5% better than budgeted at \$3.899 million
- Salary and benefits expenses: 1% better than budgeted at \$5.051 million
- Services and supplies expenses: \$263k over budgeted, partially the result of timing issues with when invoices were received but also due to increased revenue, which has resulted in increased expenditures.
- Operating Capital: no expenses yet for this fiscal year, which leaves the bottom line through October at almost \$38k better than budget.

Action: This was informational only; no Committee action was taken.

6. Financial Policies Update (Standing Item)

The Finance Committee reviewed and discussed the draft Unclaimed Property and Disposition of Surplus Assets Policies.

- a) Draft Unclaimed Property Policy
 - i. Keep “Purpose” and “Policy” paragraphs and omit the rest.
 - ii. Use the same context voice as the state code 50050-50056.
- b) Draft Disposition of Surplus Assets Policy
 - i. Try to limit and/or in paragraphs

Committee Questions/Comments:

- a) How often does the District reissue checks? [*Once a year, but depending on the vendor, times 3-5 times a year.*]
- b) Director Palajac asked for the draft policies to be added to the December 11, 2024 Board meeting agenda.
- c) What’s the mechanism used to process the surplus assets? [*Website posting, email distribution list, and drop-off at District facility.*]
- d) Does it matter how the items were initially purchased? [*No.*]
- e) Director Palajac inquired if there are additional pending Financial Policies updates.

Action: The draft Unclaimed Property Policy and Disposition of Surplus Assets Policy will be added to the December 11, 2024 Board Meeting agenda for review and acceptance.

7. Future Agenda Items / Matters Initiated / Announcements

- a) GM Fuzie announced the completion of the Patterson Ranch Trail. Staff are awaiting final approval from the Zone 7 Water Agency.

8. Adjournment: The meeting was adjourned at 2:54 p.m.

Lvb/rvd